

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 2. Governance	
Subject: 2.18. French Language Services Committee	
Policy No. B.2.18.	Page 1 of 1

## **Terms of Reference**

### **1. MEMBERSHIP**

Three Board Members - voting

CAO (non-voting)

Human Resources (non-voting)

Other persons as required by the Committee i.e.: the Director of Integrated Social Services and/or other staff (staff are non-voting members)

### **2. FREQUENCY OF MEETINGS**

The Committee will meet at a minimum yearly. If changes to the FLS plan are approved, a second meeting in that year should occur to ensure full implementation of the changes.

### **3. ROLE OF THE COMMITTEE**

- Review the current French Language Services Plan (FLS).
- Assess whether changes or adjustments should be made to the FLS Plan.
- Ensure the FLS plan is being followed with regards to the hiring and promotion of staff.
- Establish French Language testing requirements and ensure testing is done in a fair and objective manner.
- Ensure new program information for clients is available in French.

### **4. DUTY TO REPORT**

- Prepare a report to the Board discussing the actions it has taken and the assistance the Committee has had in fulfilling its duties; and
- Prepare a report to Board/Members describing the FLS Committee activities during the past report period.  
Recommend changes as the Committee deems appropriate.
- Report on whether the Board is meeting the requirements under the legislation.